

# ROUTING AND TRANSMITTAL

Date

Approved For Release 2003/08/13 : CIA-RDP84B00890R000800080045-5

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA	<i>AK</i>	3-5
2. DDA	<i>MDA</i>	3/6
3. <i>file w/DDA 51-0460</i>		
4. <i>training -6</i>		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Max:

You asked for a schedule showing the management week in the Midcareer course.

In answer to the question "How well did Phase I, management training, accomplish the objectives?" the students ranked it at 4.3 on a 1 to 7 scale.

  says that inclusion of management training in the Midcareer is currently under review.

*Marie*  
Marie

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EO/DDA	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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☆ U. S. GPO: 1978-0-261-647-3354

FPMR (41 CFR) 101-11.206

25X1

SECRET

MONDAY, 26 JANUARY

25X1

25X1 0830-0900

Security Briefing

Security Officer,

25X1

PHASE I - Management: Theory and Applications

26 - 30 January 1981

Daytime sessions during the first week of Midcareer Course No. 75 will be conducted by Human Systems, Incorporated. The evening sessions will include guest speakers from the Agency who will focus on the management process in CIA.

The objectives of this first week are:

1. To expose the participants to the evolution of present-day management theory and practice.
2. To allow the participants to apply the skills of management through group and individual experiences.
3. To have each participant build a personal action plan for developing his/her own managerial style.
4. To understand the skills and practices of professional managerial behavior.

SECRET

SECRET

MONDAY, 26 JANUARY

[REDACTED]

25X1

0900-1200      Evaluation of Organizational  
Theory

LUNCH

1300-1600      Interpersonal Skills  
  
Interpersonal Competence  
Individual and Group  
Communication

DINNER

1900-2100      Evening Session - [REDACTED]  
  
Management in CIA

25X1

Charles Briggs  
Inspector General

Mr. Briggs will discuss the different management issues and styles he has observed during his career in the Agency. Some of these are common to all directorates; however, some issues are unique to a directorate and may foster a specific management style.

SECRET

SECRET

TUESDAY, 27 JANUARY

25X1

0830-1200

Conflict Resolution

Causes of Conflict  
Managing Conflict

LUNCH

1300-1600

Leadership and Motivation

Situational Leadership  
Developing Leadership Style  
Motivating People and Groups

YOU HAVE THE EVENING OFF!

ENJOY YOURSELF

SECRET

SECRET

WEDNESDAY, 28 JANUARY

25X1

0830-1200      Situational Leadership (Continued)

LUNCH

1300-1600      Decision Making/Problem Solving  
Force Field Analysis

DINNER

1900-2100      Evening Session -

25X1

Issue Selection and                      Class  
Project Planning

Five project groups will each select an issue which they believe is important to the functioning of the Agency or the Intelligence Community. Each group will prepare a report on its views concerning the particular issue. The reports will be made available to the CIA Executive Committee.

SECRET

SECRET

THURSDAY, 29 JANUARY



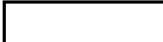
25X1

0830-1200      Force Field Analysis (Continued)  
Group Presentations

LUNCH

1300-1600      Change and Coping with Change  
                 Causes of Stress  
                 Coping Strategies

DINNER

1900-2100      Evening Session - 

25X1

Personnel Management

Harry E. Fitzwater  
Director of  
Personnel Policy,  
Planning, and  
Management (OPPPM)

Mr. Fitzwater will discuss the personnel management system in the Agency and the degree of implementation of the recommendations made in the report prepared on Agency personnel management by the National Academy of Public Administration (NAPA). He also will describe briefly the Senior Intelligence Service pay system and the possible implementation of a new Merit Pay system for supervisory personnel in grades 13-15.

SECRET

SECRET

FRIDAY, 30 JANUARY

25X1

0830-1200

Personal Action Plan  
Program Summary and Wrap-Up  
Program Evaluation

LUNCH

25X1 1300

Depart

HAVE A GOOD WEEKEND!

See You Sunday at  by 1700

25X1

SECRET